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December 1, 1959

TO : All INR Office Directors and Division Chiefs

FROM : IRC - Carroll M. Terry

SUBJECT : The "Annual Intelligence Evaluation of Foreign Service Reporting in 1959"

There are attached copies for all analysts of:

1) Guidelines for the preparation of contributions to the Annual Intelligence Evaluation, 2) an "Outline for Contributions" and 3) a sample post statement. It is believed that the detailed guidance provided by these three documents will facilitate the task of preparing individual post or area statements for inclusion in this year's Evaluation. Also attached is a list of the individual posts and areas on which statements are to be prepared by your respective staffs.

As indicated in Mr. Cumming's memorandum of November 30, certain changes in the scope of the Evaluation and its method of preparation are being inaugurated this year. Several of these are discussed in detail in the attached material intended for use by the drafting analysts, but those changes of principal interest to you are believed to be the following:

1) Separate evaluatory statements should be prepared this year covering each Foreign Service post and selected U.S. delegations to international organizations, as well as for a number of other areas where we have no representation.

2) DFI is being asked to contribute its views, whenever feasible, on reports from particular posts or areas. These contributions should be sent to the area research division having jurisdiction over the post or area to which the comments relate, for inclusion in the overall statements prepared by these divisions.

3) Topics to be given increased attention in this year's statements (when applicable to the operations of the post or the area under discussion) include: Labor, Sociological, Background, RIA and RIR, and Publications Procurement. It seems hardly necessary to point out that the degree of attention accorded these various topics will vary greatly from post to post: e.g., while the entire evaluative statement covering Paris or Ottawa will probably occupy 8-10 triple-spaced pages, it seems likely that all applicable comments on intelligence reporting from Nice or Edmonton can be made in one or two brief paragraphs.

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State Dept. review completed

4) In order to assure accuracy and a more readable, lucid, and concise overall document, the draft evaluatory statements prepared by analysts should be reviewed by your editorial staffs and receive either division or Office approval before being typed in finished form. No further editing of the evaluatory statements approved by you is anticipated, and they will be submitted as received to the Geographic Bureaus and to KEP for substantive clearance.

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We in IHC hope that these changes, which have been approved by Mr. Cumming, will make this year's edition of the Annual Intelligence Evaluation a better, more comprehensive and more readable document than its predecessors, and one in which we can all take pride. In order to permit its reproduction and distribution as early in the new year as possible, however, it is essential that the individual contributions be completed by the established deadlines.

DFI contributions, therefore, should reach the appropriate area research divisions as soon as possible and, in no case, later than December 15. The finished statements from RI and the area research divisions, typed triple-spaced and in triplicate, should be submitted to ICD/RS, Room 101, SA-1, no later than December 30, 1959.

Attachments:

As stated.